

Guardian Digital Secure List Port

User Guide

Copyright © 2004 Guardian Digital, Inc.

Contents

1	Introduction	1
2	Contacting Guardian Digital	2
3	Technical Support	3
4	Installing Guardian Digital Secure List Port	4
4.1	Accessing the Installed Secure List Port	4
5	Basic Configuration	5
6	Creating Mailing Lists	7
7	Configuring the Mailing List	8
7.1	Deleting the list	9
7.2	General Settings	10

7.3	Templates	12
7.4	Security	14
7.5	Bounces	16
7.6	Digest Settings	17
7.7	Archives	18
7.8	Expiration Settings	19
7.9	Logging And Reporting	20
7.9.1	Reports	22
7.10	User Maintenance	22
7.10.1	Default User Settings	22
7.10.2	Adding a User.	23
7.10.3	User List	23
8	Using Secure List Port	25
8.1	Subscribing to a List	25
8.2	Unsubscribing from a List	26
8.3	Other Commands	26
9	Secure User Manager	27
9.1	Logging In	28
9.2	View the Mailing Lists	28
9.3	Subscribing to a Mailing List.	29
9.4	Editing List Settings	29
9.4.1	Personal Settings	30
9.4.2	Subscribed Members	30
9.4.3	Subscription Requests	31
9.4.4	Moderating Posts	32
10	Troubleshooting	32

1 Introduction

Welcome to the *Guardian Digital Secure List Port*!

Built on the foundation of EnGarde v1.5, and fully integrated to *Guardian Digital Secure Mail Suite*, *Secure List Port* allows you to create and manage multiple mailing lists effortlessly.

This manual will outline exactly how to the install *Secure List Port* and how mailing lists are created and configured.

2 Contacting Guardian Digital

Guardian Digital welcomes your input and feedback. You may direct all questions, commands, or requests concerning the software you purchased, your registration status, or similar issues to the Guardian Digital Customer Service department at the following address:

Guardian Digital Customer Service
165 Chestnut Street
Allendale, New Jersey 07401
United States

Phone: +1-201-934-9230
E-Mail: customer.service@guardiandigital.com
World Wide Web: <http://www.guardiandigital.com>
Online Store: <http://store.guardiandigital.com>

The department's hours of operation are 9:00 AM to 5:00 PM Eastern Time, Monday through Friday.

3 Technical Support

Guardian Digital provides comprehensive support for your enterprise. Guardian Digital can help bridge the gap between the fast-paced nature of the Internet, security, and the latest open source technologies available in EnGarde. Guardian Digital can provide you with the information necessary to develop unique customizations of EnGarde products to achieve the fastest time to market with the most cost-effective solutions.

Guardian Digital encourages you to visit us on the Web for the answers to many commonly asked questions and system documentation. Contact Guardian Digital Technical Support between the hours of 9:00 AM and 6:00 PM Eastern time.

To provide the answers you need quickly and efficiently, the Guardian Digital Technical Support staff needs some information about your computer and software. Please include this information in your correspondence:

- Program name and version number
- Product registration number
- Any additional hardware or peripherals connected to your computer
- How to reproduce your problem: when it occurs, whether you can reproduce it regularly, and under what conditions
- Information needed to contact you by voice, fax, or e-mail
- Steps you have taken thus far to try to resolve the problem
- Any additional software installed

Please contact us using one of the following methods:

Phone:	+1-201-934-9230
E-Mail:	support@guardiandigital.com
World Wide Web:	http://www.guardiandigital.com

To avoid delay in processing your request, be sure to include your registration number in the subject of the e-mail.

4 Installing Guardian Digital Secure List Port

Secure List Port is installed along with the *Guardian Digital Secure Mail Suite*. The *Secure Mail Suite* is installed via the Guardian Digital Secure Network (GDSN). To install *Secure Mail Suite*, insert the CD-ROM disk that was included with the *Secure Mail Suite* purchase into the CD-ROM drive of the EnGarde server you will be installing the *Secure Mail Suite* on.

Selecting *Install from Local Media* in the GDSN will perform the installation. Instructions on how to use the GDSN can be found in *Section 5* on page 166 of EnGarde Secure Professional User Manual. Additionally the *Install from Local Media* portion can be located on page 168 under *Section 5.1.2 Install from Local Media*.

4.1 Accessing the Installed Secure List Port

Once the GDSN finishes installing all of the *Secure Mail Suite* packages, *Secure Mail Suite* will be accessible from the WebTool from the section *System Management*. The *Secure List Port* is accessible from the *General Configuration* section of the *Secure Mail Suite*.

Secure Shell Management	Edit your system-wide secure shell configuration and generate keys.
Secure Mail Suite	Mail server, virus, and spam configuration.
DNS Management	Create forward and reverse zones and edit the global options.

General Configuration	
Server Configuration	Setup basic mail server configuration.
Secure User Manager	Define what local users may use <i>Secure User Manager</i> features.
TLS Server Setup	Manage your local CA and issue TLS User Certificates.
TLS Client Setup	Configure this machine to act as a TLS client.
WebShare Manager	Enable and configure the Guardian Digital WebShare Manager.
Secure List Port	Create and manage Secure Mail Suite Mailing Lists.

5 Basic Configuration

Secure List Port is accessed from *Secure Mail Suite*. Click *Secure List Port* in the *General Configuration* section of the *Secure Mail Suite*. Before you can create mailing lists, you must set up basic configuration to make sure that *Secure List Port* can send and receive mail and is accessible from the Internet. This is done in the *Global Settings* section.

Global Settings	
List Server E-Mail Address	list-mgr@corp.guardiandigital.com
List Server Admin E-Mail	jerrin@guardiandigital.com
Full Name of the List Manager	List Manager
Digest Processing Interval	Daily
Logging Level	Low [View Logs]
Global Blacklist	.*@spamcentral.com
Select a Virtual Host for Secure List Port UI	--No Virtual Host--
Update Settings	

List Server E-Mail Address This is the e-mail address of the mailing list management software. All list commands, including subscribe/unsubscribe requests, should be sent to this address. The domain part of this email address should be a virtual domain defined on the system. Eg: *list-mgr@corp.guardiandigital.com*. You need to define a *List Server Email Address* before you can use *Secure List Port*.

In the above example, *corp.guardiandigital.com* should be a *virtual domain* already created on this machine. A virtual domain can be created using the *Virtual Domains* section of *Secure Mail Suite*. You can find instructions for creating virtual domains in *Guardian Digital Secure Mail Suite* manual, section 6.3.2. The address *list-mgr* will be created in the virtual domain *corp.guardiandigital.com*. You should not delete it manually.

In the example setup, an email to *list-mgr@corp.guardiandigital.com* with the subject “subscribe testlist” should subscribe the sender to the mailing list named *testlist* if it exists.

List Server Admin E-Mail This is the email address of the list administrator. This should be a real email address, belonging to the person who would manage the mailing lists created on this machine.

Full Name of the List Manager The friendly name to appear in email sent from the *Secure List Port*. Eg: "Secure List Port".

Digest Processing Interval How often to send out digests, if digests are enabled.

Logging Level You can specify the log level here. Logs can be viewed by clicking on the *View Logs* link. You will get more log messages in a higher log level. This option controls general log messages only. Verbosity of log messages related to a particular mailing list can be configured in the configuration section of that particular mailing list.

Global Blacklist This is a blacklist of users banned from subscribing to mailing lists existing on this server. Enter one pattern per line. If the email address of the sender contains any of the patterns defined here, he will be prohibited from subscribing to any list. Eg: The entry *@spamcentral.com* will block all email with domain *spamcentral.com*, like *tom@spamcentral.com*. To restrict one user, enter the full username of the user. (eg: *user@spamdmain.com*).

Secure List Port UI *Secure List Port* provides a web interface, called *Secure List Port User Interface*, where the users can log in and manage their subscription. Users can see various mailing lists available and subscribe/unsubscribe to a list, through this interface. To enable the web interface, you must select a *virtual host*. All virtual hosts defined on this server will be available in the drop down menu. You will need to create at-least one virtual host in the *Virtual Hosts* section accessible from the main index page, before you can use this feature. Select a virtual host and click on *Update Settings*. The WebTool will provide you with the link to the web interface. If you want to disable the web interface, select *No Virtual Host*.

Select a Virtual Host for Secure List Port UI	<input type="text" value="http://new.guardiandigital.com/"/>
Secure List Port UI URL	http://new.guardiandigital.com/cgi-bin/ecartis/slp.cgi

Click *Update Settings* to save the settings.

6 Creating Mailing Lists

This section outlines the procedure for creating a mailing list. Remember that you should have completed the *Basic Configuration* before attempting this.

To create a mailing list, click on the [\[Create A Mailing List\]](#) link on the bottom of the page. A pop-up window will appear. You need to provide a *name* for the list, a *virtual domain*, and the email address of the *list owner*. The *list name* should not contain certain special characters or whitespace. Select a *virtual domain* from the list of existing *virtual domains* on this machine. The mailing list will be created in the selected *virtual domain*. If there are no *virtual domains*, you need to create one in the *Virtual Domains* section of *Secure Mail Suite*. Refer to section 6.3.2 of *Guardian Digital Secure Mail Suite* manual for more information about creating *virtual domains*.

Mailing Lists			
List Name	Owner	List Type	# of Users
engarde-users	nick@guardiandigital.com	open	1
first	jerrin@corp.guardiandigital.com	open	3
[Create Mailing List]			

The email address of the list will be <listname>@<virtual domain name> and all posts to this list should be sent to this address. For example, if the list name is *engarde-users* and the domain name is *guardiandigital.com*, then the email address for posting messages to the list will be *engarde-users@guardiandigital.com*. *Secure List Port* will automatically create the necessary aliases and virtual domain addresses. Please take care not to remove those aliases and virtual domain addresses manually. The email address of the list owner is the address of the person who owns and monitors the list. List owner will automatically be subscribed to the mailing list as an administrator. Once you have provided all necessary information, click *Create List* to create the list.



Mail Lists :: Create Mailing List

Create a New list.
After creating a list here, you can edit it from the last page.

Name of the list

Select a domain for the list

Email Address of the list owner

In the example above, we create the list *engarde-users* in the virtual domain *corp.guardiandigital.com*. The email address of this list will be *engarde-users@corp.guardiandigital.com*. In other words, all posts to the list should be sent to the email address *engarde-users@corp.guardiandigital.com*. The list owner will be *jerrin@guardiandigital.com*.

7 Configuring the Mailing List

This section describes how to perform detailed configuration of a mailing list. Information about maintaining the mailing list, adding and removing users, displaying list archives, setting various types of permissions are explained in the following pages.

All mailing lists existing on this system will be listed on the bottom of the main page. To configure a particular mailing list, click on the name of the mailing list. A pop-up window will appear, presenting an index to various parts of the list configuration.

Mail Lists :: engarde-users

Here you can configure the mailing list **engarde-users**.

General Settings	Configure the general settings
Templates	Edit Greetings and Templates
Security	Configure Security Options
Bounces	Configure Bounce Settings
Digest Settings	Edit Digest Settings
Archives	Configure Various Archives Settings
Expiration Settings	Configure Various Expiration Settings
Logging and Reporting	Configure Logs and Reports
User Maintenance	Current Users

[Delete This List](#)

The following are the different sections for configuring a mailing list.

7.1 Deleting the list

To delete the list, click *Delete This List* in the popup window.

Mail Lists :: mylist :: Confirm Deletion

When you delete the list, all list specific data, including the archives will be removed from this system. The list archives will be saved in the location **"/home/ecartis/archives/saved/mylist-archive.tar.gz"**. You may download this file using the link below.

Do you really want to delete the list **mylist**?

☒ **I am sure**

[Download List Archives](#)[Delete This List](#)

All archives from this list will be zipped and placed in the directory */home/ecartis/archives/saved*. You may download this archive file now using the

Download List Archives button. You can obtain this file later from the location `/home/ecartis/archives/saved/<list-name>-archive.tar.gz`.

You will be asked to confirm your decision. To delete the list permanently from the system, click *Delete This List* in the popup window. When you delete a list, the list archives will no longer be available from the web interface.

7.2 General Settings

Click on the *General Settings* link on the pop-up window to access this section. This section is for performing basic configuration of the list. You may edit the following parameters here.

Mail Lists :: engarde-users :: General Settings

Mail List Name	engarde-users [Change]
Domain Name	<input type="text" value="corp.guardiandigital.com"/>
Moderated?	Yes <input type="radio"/> No <input checked="" type="radio"/>
List Owner	<input type="text" value="nick@guardiandigital.com"/>
CC List	<input type="text" value="engarde-devel, testlist"/>
Union List	<input type="text" value="engarde-devel"/>
Subject Tag	<input type="text" value="[Engarde Users]"/>
Maximum Size of Mails	<input type="text" value="1000000"/>
Subscription Type	<input type="text" value="Open"/>
UnSubscription Type	<input type="text" value="Open"/>
Administrivia	Yes <input checked="" type="radio"/> No <input type="radio"/>

Mail List Name. You may change the name of the list here. Click the link *[Change]*, shown next to the name of the list, to change the name of the mailing list. Enter the new name in the option *New Name* and click *Change Name*. Remember that changing the name will not change the name of the mailing list appearing in old list archives. When you change the name of the list, all

existing mail aliases and virtual domain addresses created for this list will be rewritten by the *Secure List Port*.



Mail Lists :: engarde-users :: Change List Name

Below you may change the name of the list.

New Name

[Change Name](#)

Domain Name You can change the *domain name* of the list. Select a new virtual domain from the drop down menu. You will need to have created a *virtual domain* using the *Secure Mail Suite* before being able to use it here.

Moderated You may select whether the list is moderated or not. If the list is moderated, all emails sent to the list will need to be approved by list moderators before they are sent to all members in the mailing list.

List Owner You can change the email address of the list owner here.

CC List A comma separated list of local mailing lists which receive copies of all posts made to this list.

Union List This is a comma separated list of local mailing lists, whose members can post to this list even if this list is closed.

Subject Tag This is the optional tag to be included in the subject lines of posts sent to the list. Eg: *[Engarde Users]*.

Maximum Size Of Mail Posts which are larger than this number in bytes will be moderated.

Subscription Type Subscription type can be *Open*, *Closed* or *Require Confirmation*. If the list is *Open*, anybody can subscribe to the list, without approval from the list administrators. If the list is *Closed*, new members will need to be approved by the list administrators before they are subscribed to the list. If the list subscription requires confirmation, new members requesting subscription will be asked to confirm their subscription request in a second email, so that their email addresses can be verified.

Unsubscription Type Unsubscription Type can be *Open*, *Closed* or *Require Confirmation*. These options are similar to the subscription type.

Administrivia If administrivia is set to *Yes*, subscription/unsubscription attempt notifications will be sent to list administrators. If set to *no*, the notifications will not be sent to the administrators.

Attachment Handling You can prohibit attachments in posts to this mailing list. If you select *Yes*, attachments will be stripped from posts to this list, according to the criteria defined below.

Attachments

Prohibit Attachments?

Yes ☒

No ☐

☒ Remove All Attachments

☒ Remove All Attachments Except TEXT/PLAIN

☒ Remove All Attachments Except TEXT/PLAIN and HTML

☐ Remove Attachments Silently

Update Settings

- ***Remove All Attachments*** Strip all attachments from posts to this list
- ***Remove All Attachments Except TEXT/PLAIN*** Strip all attachments except plain text attachments. The text attachments will be added to the body of message, and all other types of attachments will be removed.
- ***Remove All Attachments Except TEXT/PLAIN and HTML*** Strip all attachments except plain text and HTML attachments. HTML attachments will be converted to text and will be appended to the message body. All other types of attachments will be stripped.

By default, when an attachment is stripped, a small notification is appended to the message body informing the recipient that there were attachments with this mail. If you opt to remove attachments silently, the notification will not be added to posts when attachments are stripped from them.

Click *Update Settings* to save the configuration.

7.3 Templates

Here you may edit various message templates for this mailing list. This is mail sent to users on special occasions.

Mail Lists :: engarde-devel :: Templates

Here you can edit various templates, as well as messages sent to users on various occasions

Black List Text	Message sent to blacklisted users when they try to post
Closed Text	Message sent to users posting on a closed list.
Digest Footer	Footer to be appended to Digest mails
Digest Header	Header to be prepended to Digest mails
Message Footer	Footer to append to every message in the list
Goodbye Text	Message sent to users leaving the list
Message Header	Header to prepend to every message in the list
Description	General Information about this List
No Post Text	Message sent to users who post in the list if they are not allowed to post
Welcome Text	Message sent to new users

[Back](#)

Black List Text This is the message sent to blacklisted users when they try to post to this mailing list.

Closed Text This is the message sent to users when they post on a closed list.

Digest Footer The footer to be appended to digest mails from this mailing list.

Digest Header The header to be prepended to digest mails from this mailing list.

Message Footer The footer to be appended to every post in the mailing list.

Message Header The header to be prepended to every post in the mailing list.

Goodbye Text This is the message sent to users when they unsubscribe from the list. You can also provide the subject of the message here.

Mail Lists :: engarde-users :: Edit Template
Enter the message on the box below

Subject:

You have unsubscribed from the list
Engarde-Users.
Good Bye

Update Settings

Description General information about the mailing list. Users will be able to view this information.

Moderator Welcome Text Message sent to new moderators. May contain information about how to moderate the list.

No Post Text Message sent to list members who are not allowed to post, when they try to post to the mailing list.

Welcome Text A message sent to new members to the list when they subscribe. You can also provide the subject of the message here.

7.4 Security

This section contains the list settings related to security. This section has the following options.

Mail Lists :: engarde-users :: Security

Black List Mask	<input type="text" value="@spammers.org
@yahoo.com"/>
What to do with mails from non-members?	<input type="text" value="Send to Moderator"/>
Post Password	<input type="text"/>
Who is allowed to view member list?	<input type="text" value="The Administrator Only"/>

Update Settings

Black List Mask Allows you to specify patterns for blacklisting users on the list. Enter one pattern per line. If any of the patterns match a part of the email address of a user, that user will not be allowed to subscribe or post to the mailing list. For example, a pattern *@spammers.org* will block all posts from any email address with domain *spammers.org* (eg: *tom@spammers.org*). To restrict one user, enter the full username of the user. (eg: *user@spamdomain.com*).

Mail From Non-members Here you can specify what happens to posts from email addresses that are not subscribed to the list. The following options are available :

- **Accept** The mail will be accepted and sent to all list members.
- **Send To Moderator** Send the post to a moderator. The mail will be sent to list members only if a moderator approves it.
- **Discard** Reject the mail.

Post Password You may specify an optional password for posting to the list. If a post password is set, then only those members who know the password can post to the mailing list. All posts to the list without the following line in the message body or header will be rejected:

X-Posting-Pass: <post password>

To disable this authentication requirement, leave this field empty.

Who is allowed to view member list? You can select who will be allowed to see a list of members in the mailing list. The following options are available:

- **Current Members Only** Only subscribed users can see the list of members.
- **The Administrator Only** Only the list administrator can see the list of members. This is the recommended option.
- **Anybody** Anybody can view the list of mailing list members. This options is dangerous since it allows spammers to harvest email addresses from the list, and should be avoided if possible.

7.5 Bounces

In this section, you may set certain actions to be taken on users who bounce emails back to the list. You can specify the maximum number of fatal and non-fatal bounces allowed for a user within a particular time interval. If either fatal or non-fatal bounce limit is exceeded, within the time interval for a particular user, the particular action will be taken for that user. You may select to *Take no action*, *Unsubscribe the user*, or *Put the user on vacation*. If the user is set on vacation, no more posts from the list will be sent to that user even though he will still be a member of the list and can post to the list.

Mail Lists :: engarde-users :: Bounces

Below you may set limits for users who are bouncing messages from the list. A member can be unsubscribed or put on vacation when the number of bounces from the user exceed the limits within the specified timeout.

Maximum Fatal Bounces	<input type="text" value="30"/>
Maximum Non-Fatal Bounces	<input type="text" value="100"/>
Time Interval in Days	<input type="text" value="7"/>
What to do when the bounce limits exceed?	<input type="text" value="Put the user on vacation"/> ▾

Update Settings

Maximum Fatal Bounces Maximum number of fatal bounces allowed for a user in the time interval specified below. If this limit is exceeded, the user account will be subjected to the *Action* as defined below

Maximum Non-Fatal Bounces Maximum number of non-fatal bounces allowed for a user in the time interval specified below. If this limit is exceeded , the user account will be subjected to the *Action* as defined below.

Time Interval In Days The time interval in days, for the options above. If the number of fatal or non-fatal bounces occurred in this time interval exceed their limits, the following *Action* will be executed for the member.

What to do when bounce limits exceed What *Action* to take when the bounce limits exceeds according to the criteria set by the three options above. The action can be any of the following:

- **No Action** Take no action.

- **Unsubscribe User** Unsubscribe the user from this mailing list.
- **Put the User on Vacation** Put the user on vacation. No more posts from the list will be sent to the user. The user will still be a member and can post to the mailing list.

Click *Update Settings* to save settings and return to the list configuration index page.

7.6 Digest Settings

In this section, you can edit various settings related to digests.

Mail Lists :: engarde-users :: Digest Settings

Here you can edit the settings related to email digests.

Are digests allowed in the maillist?	Yes <input checked="" type="radio"/> No <input type="radio"/>
"To:" address to appear in the digest	<input type="text" value="engarde-users@corp.guardiandigital.c"/>
"From:" address to appear in the digest	<input type="text" value="engarde-users@corp.guardiandigital.c"/>
Include Table of Contents in Digests?	Yes <input checked="" type="radio"/> No <input type="radio"/>
Maximum age of an email digest before it is sent	<input type="text" value="24h"/>
Maximum size of an email digest before it is sent	<input type="text" value="1000000"/>

Update Settings

Are digests allowed? You may enable or disable digests for the list here. If disabled, email digests will not be sent to any users.

"To:" address in the digest You can specify the email address to appear in the *To:* header of mails from the digest.

"From:" address in the digest You can specify the email address to appear in the *From:* header of mails from the digest.

Include a Table of Contents in digest? You may disable or enable *Table of Contents* in the digest message. *Table of Contents* are enabled by default.

Maximum age of email digest before it is sent Maximum age of digest before it is sent automatically. A digest will be sent immediately if it is older than this value. You may use the suffix "h" to denote time in hours, "m" for minutes and "d" for days.
Eg: *2 d* means two days. *12 h* means twelve hours.

Maximum size of digest before it is sent. If the digest exceeds this size limit, in bytes, it will be sent immediately.

7.7 Archives

This section is related to the management of archive mails from the mailing list. You can set up a local web server to view the archives from the mailing list. This section contains the following options.

Mail Lists :: engarde-users :: Archives

Below you may edit settings related to mail archives from this mailing list. You can set up a Virtual Host to view the archives.

Keep Archives?

Yes ☒ No ☐

Delete Old Archives?

Yes ☐ No ☒

Maximum Age of archives

Months

A local webserver is necessary to display the archives. You need to create a Virtual Host on this system before you can view the archives

Please Select a Virtual Host to display the archives.

Local Virtual Host

Update Settings

Keep Archives This option allows you to set whether or not new posts are added to archives. If *No* is selected, new posts in the list will not be placed in the archives.

Delete Old Archives? If *Yes*, archives which are older than a specified *Maximum Age* are removed automatically. The *Maximum Age* can be set in the next option. If *No*, no part of the archive will be expired or removed. This option will take effect only if you specify a *Maximum Age of Archives to Retain*.

Maximum Age of Archives to Retain You may specify the maximum age of archives in months. Archives are checked once in a month, and archives older than this limit are removed. This limit is enforced only if you have selected *Yes* in the *Delete Old Archives?* option above.

Virtual Host for Displaying Archives A virtual host is necessary to display the mailing list archives through a web server. To enable accessing archives through the web server, select a *Local Virtual Host*, and click *Update Settings*. You will need to create at least one *virtual host* before you can use this section. *Virtual hosts* can be created in the *Virtual Host Management* module accessible from the main index page in the WebTool. After setting up the local web server for displaying the archives, you can select how often to update the web interface for the archives.

Maximum Age of archives Months

How often to update the archives ?

Virtual Host

You May access the archives by using the following link.

<http://corp.guardiandigital.com/lists/engarde-users/>

How Often to Update the Archives This option will be available only after you have selected a virtual host and set up the webserver. You may specify how often the web page should be updated to reflect changes in the archives.

To remove a virtual host, you may use the *Clear Virtual Host* button on the bottom right of the screen.

7.8 Expiration Settings

Here you may edit time limits for expiring administrative and user commands. Time limits can be specified in minutes, hours or days. Use the subscript "m" for minutes, "h" for hours and "d" for days. For example, "5 d" means five days and "24 h" means twenty four hours. Put a space between the number and the subscript.

Mail Lists :: mylist :: Expiration Settings

Below you may change time limits for expiring different types of email commands.

Default Cookie Expiration Time	<input type="text" value="1 d"/>
Administrative Commands Expiration Time	<input type="text" value="3 h"/>
Expiry Time for Subscribe Command	<input type="text" value="5 d"/>
Expiry Time for Unsubscribe Command	<input type="text" value="5 d"/>
Expiry time limit for posts sent to moderators for approval	<input type="text" value="3 d"/>

Update Settings

7.9 Logging And Reporting

This section is for editing options related to logs and reports. *Secure List Port* will create a report nightly for every list and send it to the list owner. The existing reports can be viewed from this page. The following options are available in this section.

Log Level You may specify the verbosity of logs generated for this mailing list. This option is for log messages related to this mailing list only. This is different from the logging level in the global settings page, which controls general log messages common to all lists.

Send Daily Reports to Owner? If *Yes* a daily summary report of the list traffic will be sent to the list owner.

Number of Reports to Keep Number of daily reports to be kept. Older reports will be removed.

Send Error Messages to the Owner? If *Yes* error messages from the list will be sent to the list owner.

Mail Lists :: engarde-users :: Logging and Reporting

Below you may change the level of logging for this maillist.

Log Level

Low

Send Daily Reports to the Owner?

Yes ☒ No ☐

Number of Reports to Keep?

30 Days

Send Error Messages to the Owner?

Yes ☐ No ☒

Update Settings

Reports

Report Date	Size	Report Date	Size	Report Date	Size
Jun 19, 2004	1 KB	Jun 20, 2004	1 KB	Jun 21, 2004	1 KB
Jun 22, 2004	1 KB	Jun 23, 2004	1 KB	Jun 24, 2004	1 KB
Jun 25, 2004	3 KB	Jun 26, 2004	3 KB	Jun 27, 2004	1 KB
Jun 28, 2004	1 KB				

7.9.1 Reports

The mailing list manager generates daily reports daily including a summary of list traffic. This report will be sent to list owner if you set the option *Send Daily Reports to the Owner?* to *Yes*. All reports are archived. You can view past reports in this section. To view the report of a page, click on the *Report Date*.

Mailing List Report for engarde-users on Jun 22, 2004

| Thu Jun 24, 2004 |

| Daily Mail List Report |

| jerrintest2.inside.guardiandigital.com |

List Name: engarde-users
List Owner: nick@guardiandigital.com
Number of Members: 2
Size of archives: 4

Administrators

jerrin@guardiandigital.com

Super Administrators

jerrin@guardiandigital.com

Moderators

jerrin@guardiandigital.com

7.10 User Maintenance

In this section you can edit default user settings and manage users. You may subscribe/unsubscribe users or edit their settings here. This section has the following parts.

7.10.1 Default User Settings

You may edit the default user settings by clicking on the *Default User Settings* button. On this page, you may edit the default settings that will be applied to new users when they subscribe. To see an explanation of the settings available for each user, see section 7.9.3.

Mail Lists :: engarde-users :: User Maintenance

You can set the default user settings here. These settings will be applied to new users when they subscribe

[Default User Settings](#)

7.10.2 Adding a User.

Click *Add New User* to add a user. You will need to supply the email address of the new user, along with the his personal settings. By default, the personal settings will be set to the default user settings defined in section 7.10.1. For detailed explanation of various available personal settings, refer to section 7.10.3. Click *Create User* to add the user to the mailing list.

7.10.3 User List

This page shows a list of members subscribed, along with a brief description of each user. To unsubscribe or edit the settings of a user click on the corresponding email address.

Available user settings are listed below.

User List	
User	Description
jerrin@guardiandigital.com	Admin, SuperAdmin, Moderator
nick@guardiandigital.com	OWNER
Add new User	

Banned From Posting? Disallow this user from posting messages to the list

Does the User Receive Copies of his own Posts? If selected, then posts from a user will be sent to himself.

Moderate the user? If you select *No Selection*, the user will be moderated only if it is a moderated mailing list. If you select *Always moderate this user*, the user will be moderated even if the list is not moderated. If *Never moderate this user* is selected, the user will never be moderated even if the list is moderated.

Digest Settings Whether to send digests to the user instead of individual mails. If this option is set, all posts to the list will be put in a single email and mailed to the user.

Is the user protected from bounces? If a user is protected from bounces, he will not be unsubscribed or set on vacation even if bounces from him exceeds limits. The settings on the *Bounce Section* will not have any effect on this user.

Is the user a moderator? Moderators are special users who can approve or reject posts from ordinary users in a moderated list. They cannot add or remove users, or edit other users settings.

Is the user an administrator? Administrators are powerful special users who can add/remove list members and edit settings of other members. However, a simple administrator cannot make another member an administrator or edit settings of other administrators.

Is the user a super-administrator? Super administrators are special types of administrators who can make other members administrators. Only super-administrators can edit settings of other administrators.

Send this user reports? If set, the user will receive a daily report about bounce processing. The user needs to be an administrator before this option is set.

Send this user error messages? If set, this user will get error messages generated from this list. The user needs to be an administrator before this option is set.

Mail Lists :: engarde-users :: User Maintenance	
Here You can view and edit the settings for jerrin@guardiandigital.com	
Email Address:	<input type="text" value="jerrin@guardiandigital.com"/>
Banned from posting messages?	<input type="checkbox"/>
Does the user receive copies of his own posts?	<input checked="" type="checkbox"/>
Digests settings	<input type="checkbox"/>
Protected from bounces?	<input type="checkbox"/>
Is the user currently on vacation?	<input type="checkbox"/>
Moderation	<input type="text" value="No Selection"/>
Is the user an administrator?	<input checked="" type="checkbox"/>
Is the user a super administrator?	<input checked="" type="checkbox"/>
Is the user a moderator?	<input checked="" type="checkbox"/>
Send this user reports? (Admins Only)	<input checked="" type="checkbox"/>
Send this user error Messages? (Admins Only)	<input checked="" type="checkbox"/>
<input type="button" value="Remove This User"/>	<input type="button" value="Update Settings"/>

8 Using Secure List Port

You can subscribe/unsubscribe to mailing lists defined on the server through email commands. To pass a command to the *Secure List Port*, send an email to the *List Server Email Address*, with the commands in the message subject or the message body. If a command is found in the subject, the body will not be checked for more commands.

8.1 Subscribing to a List

To subscribe to a list, send a mail to the *list server email address*, with the subject as *subscribe <listname>*, or send a mail to *<listname>-request@<listdomain>* with the subject as *subscribe*.

For example, to subscribe to a list named *engarde-users*, which has the domain *guardiandigital.com*, send an email to the *list server email address* with the following line in the subject, or in the body if subject is empty:

subscribe engarde-users

Or, send a mail to *engarde-users-request@guardiandigital.com*, with the subject as *unsubscribe*.

8.2 Unsubscribing from a List

To unsubscribe from a list, send a mail to the *list server email address*, with the subject as *unsubscribe <listname>*, or send a mail to *<listname>-request@<listdomain>* with the subject as *unsubscribe*.

For example, to unsubscribe from a list named *engarde-users*, which has the domain *guardiandigital.com*, send an email to the *list server email address* with the following line in the subject, or in the body if subject is empty:

unsubscribe engarde-users

Or, send a mail to *engarde-users-request@guardiandigital.com*, with the subject as *unsubscribe*.

8.3 Other Commands

To execute a command, you must send a mail to the *list server email address* with the command in the message subject or body. Message body will be checked for commands only if the message subject is empty. Results of the commands will be mailed back to you.

To see a list of available lists in the server, send a mail to list server email address using the command:

which

The mailing list manager will send back an email containing the mailing lists available on this server.

Most useful email commands are listed below.

Command	Usage	Description
info	<i>info</i> <list>	Retrieves the info for the list
faq	<i>faq</i> <list>	Retrieves the FAQ for the list.
which	<i>which</i>	Show lists to which you are subscribed
who	<i>who</i> <list>	Display membership for a list
help	<i>help</i>	Send user the helpfile
lists	<i>lists</i>	Send list of available mailing lists
commands	<i>commands</i>	Send list of available commands
flags	<i>flags</i>	Send list of available flags
stats	<i>stats</i> <list>	Display current account statistics
predigest	<i>predigest</i> <list>	Retrieves the current digest issue
vacation	<i>vacation</i> <list> <duration>	Set user on vacation for <duration>
subscribe	<i>subscribe</i> <list>	Subscribe to a list
unsubscribe	<i>unsubscribe</i> <list>	Unsubscribe from a list
set	<i>set</i> <list> <flag>	Sets a user flag
unset	<i>unset</i> <list> <flag>	Unsets a user flag

9 Secure User Manager

Using the *Secure User Manager*, local users can log in and manage their list settings. Administrators and moderators can perform list administrative tasks from this section.

To access *Secure User Manager*, use the following URL in your web browser.

`https://myserver.com:1022`

Replace *myserver.com* with your hostname. Log in using a local user name and password.

From the *Secure User Manager*, click *Mail Lists* under the *Email Settings* section to access this mailing list administrative module.

E-Mail Settings

Mail Lists

Manage your maillist memberships

Manage Forwarding Address

Define an address to which all incoming mail should be forwarded to.

9.1 Logging In

You need to provide your email address to authenticate to the mailing list maintenance module. If you are logging in for the first time, or you don't have a password, leave the password field empty, and a password will be automatically created and mailed to the email address you provided. You can use that password to log into the module. Once you have logged in, you may change the password.

SMS :: Mail list Maintenance :: Log In

Enter an email address and password. If you dont have a password, leave the password field empty, and a password will be mailed to you.

Email Address

jerrin@guardiandigital.com

Password

Authenticate

9.2 View the Mailing Lists

Once you have logged in, you can see a list of the mailing lists available on this machine. Apart from the list name, the subscription type and the number of members subscribed to the lists are shown. If the subscription type is *open*, or *confirm*, you can subscribe to the list immediately. If the subscription is *closed*, you will need to get approval from the list administrators to subscribe to the list.

Subscribed lists

List Name	Subscription	Members
engarde-devel	open	2
engarde-users	open	2

Available lists

List Name	Subscription	Members
first	open	3

Change Password

Password:

Confirm Password:

Log Out

Change Password

9.3 Subscribing to a Mailing List.

Mailing lists you are not a member of, are listed under the *Available Lists* section. Click on the name of the list you want to subscribe to. The WebTool will show more information about this list. The member list will be displayed if the list configuration allows it. To subscribe to the list, click on the *Subscribe to This List* button on the bottom right of the screen. If the list subscription is not *closed*, you will be immediately subscribed to the list. If the list subscription is *closed*, your subscription request will be forwarded to the list administrators for approval. In this case, you will be subscribed to the list only after you are approved by one of the list administrators.

SMS :: Mail list Maintenance :: engarde-users

Here you can subscribe to the mailing list "engarde-users".

Name of List : **engarde-users**

Email Address of the List : **engarde-users@corp.guardiandigital.com**

You are logged in as : **jerrin@guardiandigital.com**

Subscription Type : **closed**

Moderated : **No**

No of members : **2**

This is a description about this maillist:

**This list is for all engarde users to communicate their experiences with one another.
You are invited to subscribe to this list.**

Non-Members are not allowed view the Member List

Subscription to this list is closed. You need approval from the list administrators to subscribe to this list.

[Subscribe to this List](#)

9.4 Editing List Settings

Once you have subscribed to a list, the list name will be displayed under the *Subscribed Lists* section. Click on a list name to configure it. The WebTool will show more information about the list and your subscription. The member list will be displayed if the list configuration allow it.

SMS :: Mail list Maintenance :: List Settings :: engarde-users

You can edit your personal settings for the list **engarde-users** on this page.

You are logged in as **jerrin@guardiandigital.com**

List Name : **engarde-users**

Email address of the list :
engarde-users@corp.guardiandigital.com

Moderated : **No**

Number of Members: **3**

Type of User: **SuperAdmin Admin Moderator**

9.4.1 Personal Settings

You may change your personal settings in the personal settings section.

The available personal settings are the following:

Personal Settings:

☒ Get My Own Posts

☐ Receive Digests

☐ I Am On Vacation

- Get My Own Posts** If this option is set, the user will receive his own posts.
- Receive Digests** If this option is set, the user will receive digests instead of individual mail.
- Vacation** If this option is set, the user will not receive any posts from the list. However the user will be allowed to post to the mailing list.

9.4.2 Subscribed Members

A list of subscribed members will be displayed if the logged in user is an admin, or if ordinary users are allowed to view member list. The page shows a list of members and their membership types. If you are an *administrator*, you can edit all users except other administrators by clicking on the name. If you are a *super administrator*, you can edit settings of all members. If you are not an *administrator*, you will not be able to edit other member’s settings.

Subscribed Members	
Email Address jerrin@guardiandigital.com nick@guardiandigital.com	User Settings Admin, SuperAdmin, Moderator
[Add New User] [Pending Requests]	
<div>UnSubscribe Update Settings</div>	

Removing a User A member can be unsubscribed by clicking on the email address and clicking on *Delete User* link on the bottom right of the page.

Adding a User If you are an administrator, you can add new users by clicking *Add New User* on the bottom right of the screen. You will need to provide the email address of the new member.

9.4.3 Subscription Requests

If the list subscription is closed, new members will need to be approved by administrators. When a user tries to subscribe, an email will be sent to all administrators, with instructions about approving the subscription request. If you are logged in as a list administrator, you can view subscription requests and approve or reject them in this section.

You may view the subscription requests by clicking *Pending Requests* on the bottom right on the screen. You can access this section only if you are an administrator, since only administrators can approve subscription requests.

All requests for subscriptions to this mailing list will be listed under the header *Subscription Requests* on this page. To approve a user, check the box next to the email address and click on the *Subscribe* button on the bottom right side of the screen. Now the user will be subscribed to the mailing list. You can reject a subscription request using the *Reject* button.

Subscription Requests.	
<input type="checkbox"/> jerrin2@guardiandigital.com	<div>Reject Subscribe</div>
<input type="checkbox"/> jerrin3@guardiandigital.com	
<input type="checkbox"/> ryan@corp.guardiandigital.com	

9.4.4 Moderating Posts

When a message is submitted to a *moderated* mailing list, that message will be sent to all *moderators* in the list. Using the *Pending Requests* link on the bottom right side of the screen, you can view the mails posted to a moderated mailing list but not yet approved or rejected.

The WebTool will display the pending posts under the header *Posts To Be Moderated*. To approve or reject a post, click on the corresponding link. A pop-up window will appear, which shows the contents of the post, including all headers. You may approve or reject this post using the control buttons on the top of the pop-up window. Remember that only those users who are *moderators* can access this section.

Posts To Be Moderated.		
Date	Size	Details
Thu, 24 Jun 2004 09:41:31	872	Subject: New Mail From: user@guardiandigital.com
Thu, 24 Jun 2004 09:41:21	884	Subject: Hello From: nick@corp.guardiandigital.com
Thu, 24 Jun 2004 09:41:03	868	Subject: Hi From: jerrin5@guardiandigital.com

10 Troubleshooting

This section outlines steps helpful in debugging possible problems you may encounter while configuring the *Secure List Port*.

- Can't Set the List Server Email Address** The *List Server Email Address* is the address of the *Secure List Port*. This email address should exist on the server. So you need to use a virtual domain defined on this system as the domain part of the *List Server Email Address*. For example, if *corp.guardiandigital.com* is a virtual domain existing on this server, you can use *list-manager@corp.guardiandigital.com* as the *List Server Email Address*. If there are no virtual domains defined on this server, you must create one. Refer to *Secure Mail Suite User Guide* section 6.3.2 (page 38) for information about creating a virtual domain.
- Can't Start Secure List Port UI** *Secure List Port UI* needs a virtual host to run. Select a virtual host from the drop down menu in the *Global Settings* page, and click *Update Settings*. If there are no virtual hosts defined on this

server, you should create one from the *Virtual Host* section accessible from the main index page. Refer to *Engarde User Manual* section 4.3.1 (page 56) for information about creating virtual hosts.

- **Can't Subscribe to a List Through Email** To subscribe to a list called *testlist*, existing on the virtual domain *corp.guardiandigital.com*, send a mail to *testlist-request@corp.guardiandigital.com* with the subject *subscribe*. You must get a reply from the *Secure List Port*. If there is no reply, check if the mail system is running, using the *SMS Control Panel*. If you are sending the subscription request from a second machine, make sure that it reaches the server. Proper DNS entries with an MX record should exist for this virtual domain. (Refer to *Engarde User Manual* section 4.4.5 for more information about configuring DNS) Also, make sure that you don't have any body/header checks or access control settings that may prevent this mail from being delivered. Make sure that the virtual domain still exists. You can check the logs to see if *Secure List Port* actually received your subscription request. Remember to set the logging level to *Medium*, before viewing logs. If you get a reply from *Secure List Port*, the reason you can't be subscribed will be explained in it.
- **CC Lists and Union Lists Doesn't Work** Make sure that the lists are separated by comma, if there are multiple entries in these fields. Enter only those mailing lists defined on this server.
- **Users Cant Post to the List** First, make sure that the user is posting to the correct email address. For a list named *testlist*, created in the virtual domain *corp.guardiandigital.com*, the email address to be used for posting is *testlist@corp.guardiandigital.com*. If you are sending mail from a distant server, make sure that the post reaches the server. Proper DNS entries with an MX record should be created in the DNS server for the virtual domain used by this mailing list. (Refer to *Engarde User Manual* section 4.4.5 for more information about configuring DNS). Check if this is a moderated list. If so, all posts will be sent to list moderators. Make sure that there is at least one moderator in the list. Also, check if the user is allowed to post, in the *User Maintenance* section. Check if a *Post Password* is set for the list, in the *Security* section. If there is a *Post Password*, remove it and try again.
- **No Virtual Hosts are Available in the Archives Section** All virtual hosts existing on this system will be listed in the *Local Virtual Host* field. To create a virtual host, refer to *Engarde User Manual* section 4.3.1 (page 56). You can't view mail archives unless a virtual host is created.

- **I have Created a Virtual Host, but I Still Can't View the Archives**
Make sure that you have created proper entries in your DNS server for resolving the virtual host to the server hosting the mail lists. Refer to *Engarde User Manual* section 4.4.5 (page 92) for information about setting up DNS entries.
- **I have Specified a *Maximum Age of Archives to Retain*, but Old Archives are not Deleted.** Be sure to set *Delete Old Archives* option to *Yes*. Old archives will be removed only if this option is set to *Yes* and a value is entered in the field *Maximum Age of archives to retain*.
- **List Owner Does not Receive Reports** Go to the *Logging and Reporting* section, and set *Send Daily Reports to the Owner?* option to *Yes*.